

國立成功大學圖書館 教師/醫師 代借委託卡申請書

NCKU Library Proxy Card Request Form for Faculty/Medical Doctors

No. _____

本人_____因故無法親至圖書館借書，擬委託他人代借，此君所持之識別證，確為本人所交與，若有任何冒借情事願自行負責，請准予借書為禱。

I hereby designate this person as my proxy borrower to check out library materials on my library account on my behalf and be responsible for all activity on my account.

委託人/Faculty Name : _____ (簽名)

系所單位/Department : _____

識別證號/Faculty ID No. : _____

辦理日期/Issue date : _____

經辦人員/Library staff : _____

主 管 / Director : _____

重要備註/Important Notes :

1. 請提供申請者識別證，線上申請者於領取代借委託卡時請出示識別證。

Please provide the applicant's NCKU ID card. Online applicants shall present original copy of their NCKU ID card for inspection when picking up the actual card.

2. 受委託人需持個人之本校識別證(眷屬攜帶身分證或眷屬閱覽證)、代借委託卡及委託人之識別證到館辦理代借手續。

Proxy card holders should bring the proxy card, his/her personal ID and faculty ID while checking out library materials on faculty's behalf.

3. 欲終止委託時請將代借委託卡繳回流通櫃台。

If faculty/medical doctors wish to cancel the proxy card for any reason, please return it to the Circulation Desk.

4. 依國立成功大學圖書館圖書資料借閱規則施行之。

The service is based on the National Cheng Kung University Library Rules for Loan Services of Books and Materials.

